


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, GEORGIA		2. POSITION NUMBER (b) (6)	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position 0400 9/05; 0800 11/08; 1300 HRCD-4 12/97					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Engineer *	GS	0819	14	
4. Supervisor's Recommendation	ENVIRONMENTAL ENGINEER	GS	819	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any) CORRECTIVE ACTION PROGRAM ADVISOR		6. NAME OF EMPLOYEE (b) (6)			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 4		G RCRA CORRECTIVE ACTION SECTION			
c. LAND, CHEMICALS AND REDEVELOPMENT DIVISION		h. Employing Office Location Atlanta, GA			
RCRA PROGRAMS & CLEANUP BRANCH		i. Organization Code TGBE0000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.					
<input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.					
<input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).					
<input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.					
<input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.					
x [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor		d. Typed Name and Title of Second Level Supervisor			
(b) (6)		(b) (6)			
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential					
X This position has no promotion potential If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation		c. Financial Disclosure Form		d. "Identical, Additional" (IA) Allocation This position	
<input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High		<input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		<input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		e. FLSA Determination		f. Functional Classification Code	
		<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		31	
g. Bargaining Unit Code		h. Check, if applicable:		i. Classifier's Signature	
1050		<input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___% of time) <input type="checkbox"/> This position is subject to random drug testing (___)			
				j. Date	
				4/4/19	
11. REMARKS					
*Interdisciplinary May be filled as 819/1301/401					

RCRA Corrective Action Program Advisor
Interdisciplinary
Life Scientist/Physical Scientist/Environmental Engineer
GS-0401/1301/0819-14

POSITION SUMMARY:

The primary purpose of this position is:

Serves as EPA Region 4's authoritative specialist and scientific subject matter expert for RCRA Subtitle C, HSWA Corrective Action program and related law, regulations, policy and guidance. Assignments involve especially complex, difficult or sensitive problems covering a wide range of industrial facilities and cleanup work and serves as the Region's authoritative spokesman for regulatory and compliance assistance furnished to state and federal agencies, the regulated community, environmental groups and the public on activities and matters relating to the management and administration of EPA's authority under corrective action under 3004(u) and 3004(v) of the Hazardous and Solid Waste Act (HSWA) for Subtitle C (Hazardous Waste).

The organizational location of this position is the RCRA corrective Action Section, RCRA Programs and Cleanup Branch, Land, Chemical and Redevelopment Division (LCARD), U.S Environmental Protection Agency, Region 4, Atlanta, Georgia.

As a Corrective Action Technical Authority, you will:

- Furnishes expert advice to Regional staff and managers, State officials, engineers and scientists or officials of other Federal and State agencies, on interpretation and implementation of RCRA corrective action management requirements and strategies as set out in statutes, regulations, policies, and guidance.
 - Monitors and assesses the quality, consistency, and equivalency of State and tribal programs and similar decisions issued by these organizations administering hazardous waste management programs.
 - Conducts analysis of complex, difficult, or sensitive problems, including technical feasibility factors and judicial and administrative precedents related to corrective action required by permits and orders.
 - Serves as liaison and works closely with EPA Headquarters in a variety of capacities, and participating and providing expert advice and input in national workgroups, task forces, and committees
 - Manage HSWA remediation and cleanup actions/projects and prepares HSWA permits or manages enforcement orders and authorities for extremely complex or critical treatment, storage and disposal facilities, where state, local or tribal agencies have not been delegated approval or are leading.
 - Serves as the mentor for staff particularly recent hires and transitioning new staff that join the Branch and Section.
-

MAJOR DUTIES AND RESPONSIBILITIES:

DUTY 1

35%

Serves as the principal technical advisor, subject matter expert for Region 4's Subtitle C, HSWA regulatory and programmatic matters. Assists the program supervisor with planning, coordinating, tracking, reporting, evaluating, communicating, recordkeeping, and implementing all aspects of the program, including setting annual goals consistent with the agency's strategic plan, national program guidance, and regional priorities. Prepares timely and accurate reports as needed on the program's activities, outputs, and outcomes. Participates in meetings and conference calls on a regional and national level. Represents Region 4 on national work groups responsible for RCRA HSWA guidance and regulation development and integrates regional concerns into the formulation or modification of EPA regulations, policy, and guidance

DUTY 2

35%

Serves as an authoritative consultant for RCRA Subtitle C HSWA Corrective Action technical and compliance assistance for EPA personnel, other federal, state, and local agencies, the regulated community, environmental groups, and the public. The incumbent's advice stems from a thorough understanding of RCRA HSWA requirements set out in statutes, regulations, policy statements and guidance. Plans, guides, performs, and tracks compliance assistance activities. Plans and organizes RCRA regulatory training for EPA staff and external agency partners. Serves as the Region's primary contact for all HSWA and RCRA Corrective action and remediation related issues with EPA, Headquarters. Independently formulates innovative approaches to solving complex and controversial regulatory compliance problems. Collaborates with case attorneys, permit writers, and members of enforcement teams. Interprets data for a variety of complex, technical and challenging projects.

DUTY 3

20%

Performs and guides the program's technical activities for RCRA HSWA Corrective action and remediation. Prepares technical recommendations on RCRA Corrective Action projects of regional or national significance. Advises professional staff on preparation of decisions (i.e., permits), investigations, determinations to meet appropriate risk-based and/or performance-based regulatory requirements for contaminated sites of wide-ranging scope and complexity. Identifies, prioritizes, and resolves key technical issues such as cleanup levels, methods, and relevant roles. Ensures that agency cleanup actions are timely, scientifically sound, legally defensible, and well-coordinated across EPA offices and with external partners such as state and tribal corrective action remediation/cleanup and enforcement program.

DUTY 4

10%

Serve as agency spokesperson for responding to complex corrective action and HSWA action inquiries. Ensure communities, elected officials, and other interested parties are informed of EPA actions and positions concerning the interpretation and application of approval requirements. Respond to inquiries from the press, Congressional staff, or state and

local officials, and/or Freedom of Information Act (FOIA) requests from the public involving controversial, politically sensitive, and highly complex technical issues. Serve as agency representative during community meetings involving concerned citizens, which may include residents from underserved or low-income communities, to explain and respond to questions or concerns on the release of chemicals and other pollutants, environmental impacts, technical/regulatory requirements, and plans for mitigating impacts.

RECRUITMENT KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

- 1) Knowledge and skill to develop and adapt environmental program standards, practices, methods, and techniques, as well as agency guidance, nationwide, and to furnish advice on use and interpretation of all associated guidance;
- 2) Knowledge and skill to serve as an authority on the most complex problems associated with RCRA Subtitle C HSWA remediation, clean-up, enforcement and management with responsibility for providing expert advice on the interpretation and implementation of policy directives or programs;
- 3) Mastery of RCRA Corrective Action and HSWA Permitting program principles, concepts, practices and methods and techniques to apply new developments and theories associated with the management and clean-up of hazardous waste facilities and sites.
- 4) Ability to develop, implement and manage projects;
- 5) Skill in oral communication;
- 6) Skill in written communication.

FACTOR LEVEL DESCRIPTIONS:

Factor 1 - Knowledge required by the Position

Level 1-8 (1550 points)

Knowledge and skill to develop and adapt environmental program standards, practices, methods, and techniques, as well as agency guidance, nationwide, and to furnish advice on use and interpretation of all associated guidance. Knowledge and skill to serve as an program advisor and authority on the most complex problems associated with RCRA Subtitle C HSWA Correction action clean-up, remediation and enforcement with responsibility for providing expert advice on the interpretation and implementation of policy directives or programs. Conduct reviews of plans, reports, action levels, compliance schedules, and specifications for projects in the Region and provide consultative services concerning the full range of problems, issues, resources, analyses, and remedies pertinent to the RCRA Subtitle C HSWA Corrective Action Program. Knowledge and skill to apply current RCRA Federal and state statutes, regulations, policies, guidance, Federal court or Administrative Law Judge decisions, along with judgment of best professional environmental practices to solve novel or extraordinary cleanup and remediation problems, developing new approaches in solving a variety of problems. Knowledge and skill to assess the RCRA Corrective action technical issues of industry and to translate solutions into program operations, strategies, and corrective action plans. Skills in communicating with industry personnel, Regional and Headquarters Staff, Regional attorneys, State and local officials, elected representatives and other State Holders who may have other interests to

advance. Must be recognized as extremely knowledgeable in RCRA HSWA and Corrective action technical matters and have the skills to provide regulatory information to a varied audience in understandable and meaningful terms. Mastery of RCRA HSWA and Corrective Action program principles, concepts, practices and methods and techniques to apply new developments and theories associated with the management and clean-up of hazardous waste and constituents. Comprehensive knowledge of management practices, procedures and requirements to evaluate potential and actual risk. Project management experience is required.

Factor 2 - Supervisory Controls

Level 2-5 (650 points)

The majority of work assignments, developed for the support of the basic program, are developed by the incumbent in response to situations requiring expertise in the various areas. Occasional work assignments are directly received from the supervisor.

The feasibility and value of such work in relation to other possible areas of work is discussed with the supervisor. After such discussion, the work is initiated by the incumbent. Objectives of the work are developed and modified by the incumbent as circumstances dictate and according to the employee's own judgment.

The incumbent coordinates with Regional, Headquarters and state personnel, resolves problems, and carries assignments through to completion. The employee renders advice independently but keeps supervisor informed of major or controversial issues. Completed work is reviewed for conformance to overall requirements and effectiveness in meeting objectives and is typically accepted as accurate but subjected to review for conformance with policy, achievement of objectives, and compatibility with work of other functional elements of the agency.

Factor 3 - Guidelines

Level 3-5 (650 points)

Guidelines include Federal laws, State and local statutes, regulations, agency policies and program directives, the contents of which are frequently broad and general in nature. The employee exercises independent judgment, initiative and resourcefulness in developing material to supplement and explain Agency guidance and in developing guidelines, standards, and operating procedures (to guide others) which typically involve subject matter for which existing guidelines are totally lacking or inadequate. The employee also exercises initiative and ingenuity in identifying and incorporating the latest and most pertinent technological concepts and practices. The employee is expected to select, apply, and frequently deviate from traditional methods and practices as problems are encountered. Therefore, a substantial portion of the incumbent's time is concerned with solving major problems for which no specific guidelines or standards exist.

Factor 4 - Complexity

Level 4-5 (325 points)

Assignments involve many and varied complex environmental applications as they concern the regulatory requirements. Assignments also involve a full range of planning activities to achieve and maintain compliance in the Region with the RCRA HSWA and Corrective action requirements. Individual projects frequently involve difficult or unusual negotiations or coordination concerning economic, administrative, technological feasibility, equitable, public interest, or other aspects; adverse local conditions that preclude literal application of the standards; public interest or urgency compared with local, State, economic, or procedural

constraints; and conflicting interests and options between State or local government and citizens or between Region and State, or Region and Headquarters or their consultants. Employee actions constitutes initial and, in many instances, the final Regional recommendation or decision concerning the adequacy of contamination remediation plans, and the compliance status of facility or group of facilities. In the remainder of instances, the employee presents special written analysis and justification to higher organizational entities at the Regional and the Headquarters level regarding the economic, social, environmental, public interest and other benefits that the general public will derive from the proposed action in comparison with the estimated economic, jurisdictional, legal, equitable, technological or scientific "costs" or other issues. The work includes analysis and problem solving in matters relating to complex technical and environmental issues for the RCRA HSWA and Corrective Action program.

Factor 5 - Scope and Effect

Level 5-5 (325 points)

The purpose of the work is to resolve critical problems or to develop new approaches or methods with respect to coordination practices, program integrity, and development of strategies. Often serving as consultant, project coordinator, or project manager, the incumbent is the authority who assures the adequacy of industry-wide, statewide and facility plans that comprise compliance with the RCRA HSWA requirements in a State and the consequent degree of protection of human health and the environment. The employee provides expert advice and guidance to officials, managers and other personnel within and outside the agency, covering a broad range of activities. Results of the efforts affect the work of other experts both within and outside the agency including other Regional offices and may be national or international in scope and impact or affect the development of major aspects of agency programs.

Factor 6 - Personal Contacts

Level 6-3 (180 points)

Personal contacts are with high level officials, administrators, engineers, scientists and attorneys within the agency. External contacts include State and local government program managers and their staffs, corporate officials, private engineering consulting firms, scientific organizations, environmental groups, technical specialists, news media and the public.

Factor 7 – Purpose of Contacts

The purpose of contacts with Federal, State, and local government officials is typically to influence or persuade technical personnel, managers, and attorneys to adopt points of view and methods about which there are conflict, to negotiate agreements with agencies and contractors where there are conflicting interests and opinions among organizations or among individuals who are also experts in the field, or to justify the feasibility and desirability of work proposals to top agency officials. The purpose of contacts with the regulated community is typically to justify, defend, negotiate or settle highly significant or controversial program matters. In these contacts, the incumbent must be adept at working across organizational lines, and in addition, Agency management must have confidence in the incumbent's expertise and perspective to provide and authoritative and position on the regulatory requirements in question. The incumbent may also be required to display tact, discretion and persuasion to effectively represent the Agency.

Factor 8 - Physical Demands

Level 8-2 (20 points)

Work is sedentary except during occasional visits to the field where there is considerable

walking, bending, climbing, and stooping to get in and out of sites and to collect samples and make observational studies. The ability to travel via automobile, bus, plane and mass transit systems, in general, is required.

Factor 9 - Work Environment

Level 9-2 (20 points)

Work is in both an office and a field setting. During occasional visits to sites and to facilities there is exposure to adverse weather conditions, temperature extremes, and to various hazardous and toxic substances requiring the use of special protective clothing and equipment.

Grade Point Range: 3720

Total Points: 3605-4050

Position Risk Designation: Moderate

OPM.gov Main

IN THIS SECTION

Position Designation Record

Agency	Environmental Protection Agency
Position Title	Environmental Engineer
Series and Grade/Pay Band	GS-0819-14
Position Description Number	(b) (6)
Designator's Name & Title	John Ellsworth

Potential for Compromise or Damage

Duties	Degree of Potential for Compromise or Damage
Government operations – rulemaking, policy, and major program responsibility (includes regulation or policy making, directing, implementing, advising and audits)	One or more of the following: <ul style="list-style-type: none">Mid-level management duties or assignmentsAssists agency rule-makers or policy decision-makers for significant public trust government programs in an influential wayResponsible for independent or semi-independent action with moderate impact on efficiency and integrity of the serviceSignificant public contact about important government programs impacting the public's trust
Public safety and health services, regulation, enforcement, and protection (Food safety and inspection, occupational health and safety, transportation safety, environmental safety and hazard mitigation)	Position is actively, operationally engaged in services related to the duties in this category (but has only moderate ability to impact the public's trust), such as: <ul style="list-style-type: none">Performing inspectionsEnforcing established standardsProviding regulatory advice and direction

Adjustment for Program Designation and Level of Supervision

Adjustments	Label
Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)	Agency impact
Adjustment for level of supervision or other controls	Limited or no supervision - ability to act independently in almost all areas almost all of the time

Total Points Designation

Label	Points	Investigation	Form Required
Total Initial Position Designation Points from Step 2	30	T2 and T2S	SF 85P
Adjusted Position Designation Points from Step 3	35		

Sensitivity	Risk Level

Non-Sensitive

Moderate Risk


Signature: 

Date: 4/4/19

Name: John Ellsworth



U.S. OFFICE OF PERSONNEL MANAGEMENT

1900 E Street, NW, Washington, DC 20415
202-606-1800
Federal Relay Service 

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